

EEO Utilization Report

Organization Information

Name: Yavapai County

City: Prescott

State: AZ

Zip: 86305

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

"See Attached"

Step 4b: Narrative of Interpretation

The Yavapai County Human Resources and Risk Management department reviewed the Utilization Analysis (comparing the County's workforce to the relevant labor market) and noted the following:

White females were under-represented in the Service/Maintenance category.

Hispanic or Latino males were under-represented in the following job categories:

Administrative Support and Skilled Craft

American Indian and Alaska Native males were under-represented in the Protective Services: Sworn category.

In keeping with Yavapai County's commitment to having a workforce that reflects the community it serves, we will examine our recruitment and retention practices to see if there may be ways to improve representation in these categories.

Step 5: Objectives and Steps

1. To encourage White females to apply for vacancies in the Service/Maintenance category.

- a. Human Resources will conduct a more detailed workforce analysis to identify particular County departments, offices or positions that represent significant underutilization of White females in the Service/Maintenance category.
- b. Human Resources will review the composition of the applicant pool for all vacancies in the Service/Maintenance category in the last fiscal year to determine whether White female applicants were under-represented.
- c. Human Resources will review the applicant flow data that is required to be kept under the EEOP regulations for all vacancies in the last fiscal year in the Service/Maintenance category to determine whether any step in the selection process for these positions may have had a significant impact on screening out White female applicants.
- d. Human Resources, in conjunction with County departments, will enhance outreach efforts that target White female applicants in the Service/Maintenance category.

2. To encourage Hispanic or Latino males to apply for vacancies in the Administrative Support and Skilled Craft categories.

- a. Human Resources will conduct a more detailed workforce analysis to identify particular County departments, offices or positions that represent significant underutilization of Hispanic or Latino males in Administrative Support and Skilled Craft categories.
- b. Human Resources will review the composition of the applicant pool for all vacancies in the Administrative Support and Skilled Craft categories in the last fiscal year to determine whether Hispanic or Latino male applicants were under-represented.
- c. Human Resources will review the applicant flow data that is required to be kept under the EEOP regulations for all vacancies in the last fiscal year in the Administrative Support and Skilled Craft categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out Hispanic or Latino male applicants.
- d. Human Resources, in conjunction with County departments, will enhance outreach efforts that target Hispanic or Latino male applicants in the Administrative Support and Skilled Craft categories.

3. To encourage American Indian or Alaska Native males to apply for vacancies in the Protective Services: Sworn category.

- a. Human Resources will conduct a more detailed workforce analysis to identify particular County departments, offices or positions that represent significant underutilization of American Indian or Alaska Native males in the Protective Services: Sworn category.
- b. Human Resources will review the composition of the applicant pool for all vacancies in the Protective Services: Sworn category in the last fiscal year to determine whether American Indian or Alaska Native male applicants were under-represented.

- c. Human Resources will review the applicant flow data that is required to be kept under the EEOP regulations for all vacancies in the last fiscal year in the Protective Services: Sworn category to determine whether any step in the selection process for these positions may have had a significant impact on screening out American Indian or Alaska Native male applicants.
- d. Human Resources, in conjunction with County departments, will enhance outreach efforts that target American Indian or Alaska Native male applicants in the Protective Services: Sworn Category.

Step 6: Internal Dissemination

- 1. Yavapai County Government includes the Equal Opportunity, Unlawful Discrimination and Harassment policy in the Yavapai County Human Resources Policies and Procedures manual, a copy of which is made available to each new employee and is also posted on the County intranet and website.
- 2. Yavapai County Government includes articles which cover the availability of the EEOP in the employee newsletter News and Views.
- 3. Yavapai County Government includes the EEOP on the County intranet and website.
- 4. Yavapai County Government periodically updates the County's commitment to the plan with managers, supervisors and employees.

Step 7: External Dissemination

- 1. Yavapai County Government includes the EEOP on the recruitment website.
- 2. Yavapai County Government is an Equal Opportunity Employer committed to applying the principles of State and Federal anti-discrimination laws to give equal opportunity for all persons employed or seeking employment without regard to race, color, religion, sex, age, national origin or disability except in the case of a bona-fide occupational qualification. The County also maintains a work place free of harassment and intimidation.
- 3. Yavapai County Government reminds applicants, vendors and suppliers periodically of the County's EEOP and indicates that the plan is available for review.

Utilization Analysis Chart
Relevant Labor Market: Yavapai County, Arizona

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	94/44%	8/4%	0/0%	0/0%	1/0%	0/0%	2/1%	1/0%	95/44%	12/6%	0/0%	0/0%	1/0%	0/0%	2/1%	0/0%
CLS #/%	4,830/54 %	260/3%	0/0%	25/0%	0/0%	0/0%	40/0%	0/0%	3,495/39 %	235/3%	40/0%	25/0%	30/0%	20/0%	0/0%	10/0%
Utilization #/%	-10%	1%	0%	-0%	0%	0%	0%	0%	5%	3%	-0%	-0%	0%	-0%	1%	-0%
Professionals																
Workforce #/%	51/34%	6/4%	0/0%	0/0%	3/2%	0/0%	2/1%	1/1%	74/49%	9/6%	3/2%	0/0%	1/1%	1/1%	0/0%	0/0%
CLS #/%	4,685/38 %	250/2%	45/0%	40/0%	115/1%	0/0%	10/0%	10/0%	6,290/52 %	355/3%	70/1%	115/1%	90/1%	0/0%	75/1%	60/0%
Utilization #/%	-5%	2%	-0%	-0%	1%	0%	1%	1%	-3%	3%	1%	-1%	-0%	1%	-1%	-0%
Technicians																
Workforce #/%	51/33%	10/6%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	74/47%	17/11%	0/0%	2/1%	0/0%	0/0%	1/1%	0/0%
CLS #/%	1,070/43 %	10/0%	0/0%	25/1%	0/0%	0/0%	15/1%	0/0%	1,305/53 %	40/2%	0/0%	4/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-11%	6%	0%	-0%	0%	0%	-1%	0%	-5%	9%	0%	1%	0%	0%	1%	0%
Protective Services: Sworn																
Workforce #/%	261/63%	39/9%	6/1%	1/0%	1/0%	0/0%	7/2%	0/0%	81/19%	15/4%	1/0%	0/0%	1/0%	0/0%	2/0%	1/0%
CLS #/%	1,705/77 %	125/6%	35/2%	85/4%	0/0%	0/0%	19/1%	0/0%	195/9%	35/2%	0/0%	4/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-15%	4%	-0%	-4%	0%	0%	1%	0%	11%	2%	0%	-0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	4/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	210/81%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	50/19%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-31%	0%	0%	0%	0%	0%	0%	0%	31%	0%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	40/9%	1/0%	0/0%	1/0%	1/0%	0/0%	2/0%	0/0%	310/70%	70/16%	1/0%	6/1%	0/0%	1/0%	7/2%	0/0%
CLS #/%	6,915/30	750/3%	115/0%	75/0%	20/0%	0/0%	60/0%	0/0%	13,055/56	1,470/6%	55/0%	310/1%	200/1%	0/0%	80/0%	40/0%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
	%								%							
Utilization #/%	-21%	-3%	-0%	-0%	0%	0%	0%	0%	14%	10%	-0%	0%	-1%	0%	1%	-0%
Skilled Craft																
Workforce #/%	77/80%	8/8%	0/0%	2/2%	1/1%	0/0%	2/2%	1/1%	3/3%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,375/69 %	1,905/21 %	0/0%	175/2%	40/0%	0/0%	55/1%	65/1%	460/5%	130/1%	15/0%	0/0%	15/0%	0/0%	0/0%	0/0%
Utilization #/%	11%	-12%	0%	0%	1%	0%	1%	0%	-2%	1%	-0%	0%	-0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	43/38%	12/11%	1/1%	0/0%	0/0%	0/0%	2/2%	1/1%	25/22%	24/21%	0/0%	0/0%	1/1%	1/1%	2/2%	0/0%
CLS #/%	8,295/37 %	3,070/14 %	190/1%	210/1%	20/0%	15/0%	155/1%	115/1%	7,675/34 %	2,025/9%	35/0%	185/1%	105/0%	0/0%	150/1%	100/0%
Utilization #/%	1%	-3%	0%	-1%	-0%	-0%	1%	0%	-12%	12%	-0%	-1%	0%	1%	1%	-0%

Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators	✓															
Technicians	✓															
Protective Services: Sworn	✓			✓												
Administrative Support	✓	✓														
Skilled Craft		✓														
Service/Maintenance									✓							

I understand the regulatory obligation under 28 C.F.R. ~ 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Wendy Ross

Director of Human Resources and Risk Management06-03-2021

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